

**King County District Court  
Office of the Chief Presiding Judge**

W1034 King County Courthouse  
516 Third Avenue  
Seattle, Washington 98104  
Telephone: (206) 205-2820  
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**The Honorable Barbara Linde  
Chief Presiding Judge**

**Tricia Crozier  
Chief Administrative Officer**

DATE: July 21, 2009

TO: All Interested Parties

FROM: King County District Court

SUBJECT: Letter of Solicitation – Research analysis and report of case data and data collection

***Letter of Solicitation – Revised/ Extended Due Date (July 24, 2009)***

**Background and Purpose:**

The King County District Court is soliciting a one or more consultants to analyze Domestic Violence Court case data, prepare written reports to inform the court of effective sentencing practices, and identify specific elements for a data collection system. The attached Letter of Solicitation provides in-depth background information to obtain a qualified consultant or consultants with exceptional writing skills to develop a data collection system that will:

- i. Capture and analyze domestic violence (DV) case data, and
- ii. Inform the court of effective sentencing practices to prevent, identify and respond to domestic violence crimes.

To that end, activities include a research analysis of existing data sets and specified data elements of DV cases, including cases on probation supervision, Stipulated Orders of Continuance and Deferred Sentences, and development of a District Court Domestic Violence (DV) Court report with identified data elements to be regularly distributed and shared with the DV Court stakeholders.

**Criteria:**

- Experience, analytical and writing skills, technical competence, and qualifications of the applicant(s) in performing the scope of work, tasks, and potential deliverables described above
- Knowledge of statistical tools and techniques and experience in developing and conducting research, especially within the criminal justice system and the state's Judicial Information System (JIS) DISCIS
- Approach proposed to accomplish the required work (an interactive process with District Court is required)

## Submission of Proposals:

The applicant consultant shall submit a response which does not exceed 12 pages in length, complies with the format outlined below and addresses the four items in Format for Responses. An electronic version of the proposal should be transmitted to the contact person named below by **5:00 p.m. PDT on Friday, July 24, 2009. (Earlier due date has been extended.)**

## Format for Responses:

Applicants shall submit a clear, concise response including the following. Be as specific as possible on each item.

1. Qualifications of the person(s) who will be executing the proposal. Provide a description of projects performed similar to this project, including the individual's specific roles and responsibilities, in order to demonstrate relevant experience and knowledge. (not to exceed two pages)
2. Three samples of related work. Specify the applicant individual's role in development of the work samples (e.g., developed concept, wrote, co-wrote, part of team that wrote). Samples for which the applicant is the lead writer are preferred and will be ranked higher. (each sample not to exceed two pages)
3. Proposed approach to the scope of work, timeframe for the project, and organization of tasks to meet deadlines. Be specific. (not to exceed three pages)
4. List of at least three references for similar body of work (name, phone number, email address and brief description of project and applicant's role)
5. Completed response shall include page numbers and be no more than 12 pages.

## Contact Information:

Contact person for this Letter of Solicitation is Lois Smith, King County District Court, 206-296-3502 ([lois.smith@kingcounty.gov](mailto:lois.smith@kingcounty.gov)).

Proposers shall submit an electronic version of their submittal and any related samples or other material no later than 5:00 PM on July 24, 2009, to:

Lois Smith ([lois.smith@kingcounty.gov](mailto:lois.smith@kingcounty.gov))  
 Project Manager  
 King County District Court  
 Office of Presiding Judge (MS: KCC – DC-1034)  
 516 3<sup>rd</sup> Ave, W 1034  
 Seattle, WA 98104

Questions concerning this Letter of Solicitation shall be directed to Lois Smith at the e-mail address noted above.

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